

## Economic & Labor Market Information (ELMI)

We have many Economic and Labor Market Information publications which you may find valuable in your job search. Most are found online at: [www.nh.gov/nhes](http://www.nh.gov/nhes), including our Economic and Labor Market Information database, [NHnetwork](http://www.nh.gov/nhes).

[NHnetwork](http://www.nh.gov/nhes) provides information about: average hourly wages for occupations; licensing for certain occupations; employers names and addresses; projections for industries and occupations; population data; educational and career information; property tax information; and area profiles.

## Publications of Interest to Job Seekers

*Projections to the Year 2008*

*Job Outlook and Locator*

*Benefits*

*Wages*

*NH Job Notes*

*Licensed, Certified, and Registered Occupations in NH*  
*Monographs (on different industries and occupations)*

## NH WORKS System What can it do for you?

Ask the Receptionist for information on

- ◆ Fuel Assistance
- ◆ Food Stamps
- ◆ College courses
- ◆ Training

Or if you:

- ◆ Have a disability
- ◆ Are long term unemployed
- ◆ Are economically disadvantaged
- ◆ Are an older worker
- ◆ Are a student/youth
- ◆ Have other barriers to employment

## NHES Offices

### Berlin

151 Pleasant St., P.O. Box 159, 03570-0159  
Telephone: 752-5500 Fax: 752-5536

### Claremont

404 Washington St. P.O. Box 180, 03743-0180  
Telephone: 543-3111 Fax: 543-3113

### Concord

10 West St., P.O. Box 1140, 03302-1140  
Telephone: 228-4100 Fax: 229-4353

### Conway

518 White Mountain Highway, 03818-4205  
Telephone: 447-5924 Fax: 447-5985

### Keene

109 Key Rd., 03431-3926  
Telephone: 352-1904 Fax: 352-1906

### Laconia

426 Union Ave., 03246-2894  
Telephone: 524-3960 Fax: 524-3963

### Lebanon

85 Mechanic St., 03766-1506  
Telephone: 448-6340 Fax: 448-6342

### Littleton

646 Union St., Suite 100, 03561-5314  
Telephone: 444-2971 Fax: 444-6245

### Manchester

300 Hanover St., 03104-4957  
Telephone: 627-7841 Fax: 627-7982

### Nashua

6 Townsend West, 03063-1217  
Telephone: 882-5177 Fax: 880-5256

### Portsmouth

2000 Lafayette Road, 03801-5673  
Telephone: 436-3702 Fax: 436-3754

### Salem

29 South Broadway, 03079-3026  
Telephone: 893-9185 Fax: 893-9212

### Somersworth

243 Rte. 108, 03878-1512  
Telephone: 742-3600 Fax: 749-7515

*NH Employment Security is an Equal Opportunity Employer  
and complies with the Americans with  
Disabilities Act. Auxiliary aids and services are available  
upon request of individuals with disabilities.  
TTY/TDD ACCESS RELAY NH1-800-735-2964.  
NH Employment Security is a proud member  
of America's Workforce Network & NH WORKS.  
[www.nh.gov/nhes](http://www.nh.gov/nhes)*

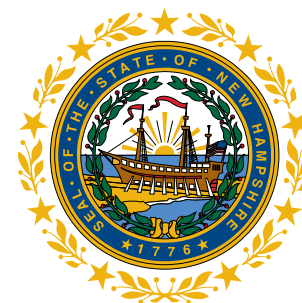


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# It's Free!

# EMPLOYMENT SERVICES & RESOURCES



The NH WORKS System is a partnership between a number of government agencies and community organizations to provide services, resources, and information to employers and job seekers. The NH WORKS Center delivers these services and information and is located within NH Employment Security Offices across the State. NH Employment Security's Resource Centers are an integral part of the NH WORKS System. Information about the NH WORKS System is at [www.nhworks.org](http://www.nhworks.org)

**NH Employment Security has *free* services, resources, and tools to help you with the entire job search process! We are interested in any comments you have for improving our services. Visit us to find a better job, a new job, or your first job!**

## **NHES Resource Centers**

A wide range of services, tools and resources are available for everyone in the NH Employment Security (NHES) Resource Centers, an integral part of the NH WORKS System. Newspapers, magazines, books, videos and many other publications are available. You may use work stations to view videos, work on your resume or cover letter, and research employers or careers. Please ask the Center Coordinator for assistance with any employment related activity offered.

## **Employment Opportunities**

**Help Wanted Ads** - Ads are located on the newspaper rack in the Center or can be accessed via the Internet.

**Job Matching System** - Our job match system is available on PCs in the centers. The system matches applicant resume registrations with employer job listings using skills, job requirements or other related data.

**Internet Access** - Access to other employment related sites on the Internet and to NH Employment Security's Web Site. We link to over 300 sites for job seekers. Our Web Site averages 900,000 unique visitors a year.

## **Career Development & Job Search Assistance**

**Resume/Cover Letters** - Use a PC to access various software applications designed especially for your ease in resume/cover letter preparation. We also have numerous books and videos available to help you with the preparation of your resumes and cover letters. You can print your resume and make copies.

**Video Library/TV/VCR** - A TV, VCR and headset is available to view employment related videos.

**Library** - The most recent employment related books are available in our library which cover topics from resumes/cover letters, networking, the Internet and career research.

**O\*NET** - Use O\*NET for career information, transferable skills assistance, information on colleges and technical schools and financial aid data.

## **Additional Services**

- ◆ **Copy machine**
- ◆ **Fax request may be done at certain times of the day**
- ◆ **Ask for our Job search workshop schedule**
- ◆ **Telephone Stations are available for calls to local employers**

## **Assistive Devices**

- ◆ **Television with VCR**
- ◆ **Cassette Tape Recorder/Player**
- ◆ **Hearing Helper Assistive Listening Device**
- ◆ **Ultra TEC TTY machine**
- ◆ **ClearView 300 OPTELEC Magnifier**
- ◆ **Romeo 25 Braille Printer**
- ◆ **Epson Perfection 1660 Photo Scanner**
- ◆ **Computer with large print keyboard**
- ◆ **Vertical adjusting desk top**
- ◆ **Track ball mouse**
- ◆ **Speakers with adjustable volume**
- ◆ **Headphones with ear covers**
- ◆ **Jaws DBT**
- ◆ **DBT- Tutorial for Braille Users**
- ◆ **Open Book-Reading and Scanning Software**
- ◆ **Zoom Text Xtra with magnification, speech program, & document reader**

## **Are you a Veteran?**

If you are a veteran, ask for a Veteran's Representative. They provide services and information just for veterans. NHES provides preference in the referral of veterans to job orders.

## **Employment Counseling**

If you would like one-on-one assistance, ask for an Employment Counselor. Employment Counselors help with job/career and vocational choice, change, adjustment, direction, and transition.

## **Job Search Workshop**

In all offices these free workshops are held once a week. Topics covered include: resume and cover letter writing; the job application; the job interview; interviewing skills and techniques; using the Internet as a job search tool; networking and exploring other leads in addition to the newspapers; and the entire job search process.

## **Unemployment Compensation**

If you are out of work or your hours have been reduced, it is your right to open a claim and file for Unemployment Compensation Benefits. File on-line at <http://claims.nhes.state.nh.us> If you do not have Internet access, please visit your local office to file. If you are filing an Interstate Claim (a claim against NH, if you worked in NH, but live in another state, or if you are filing against another state because you worked in another state and/or recently moved here), please call 1-800-266-2252.

**[www.nh.gov/nhes](http://www.nh.gov/nhes)**

*Most of the information found in this brochure and our publications are viewable and printable from our Web Site; a virtual Resource Center!*